Acceptable Use Policy

Scoil Muire Banríon
Gilroy Ave.,
Edenderry
Co Offaly.

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions will be imposed.

It is envisaged that school and parent representatives will revise this AUP annually

This version of the AUP is a review of the plan created on 29 May 2005 by The Staff of Scoil Muire Banríon during an In-service School Development Planning Day. This review took place during the 2011-12 school year

School's Strategy
The school will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:
- Internet sessions will always be supervised by a teacher
- Filtering software will be used in order to minimise exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of floppy disks or CD-ROMs in school requires a teacher's permission.
- Students will observe good "netiquette" at all times and will not undertake any actions that may bring the school into disrepute.

World Wide Web
- Students will not visit sites that contain obscene, illegal, hateful or otherwise objectionable material.
- Students will use the internet for educational purposed only.
- Students will be familiar with copyright issues relating to online learning.

- Students will never disclose or publicise personal information.

Email
- Students will use approved class email accounts under supervision or by permission of a teacher.
- Students will not send or receive any material that is illegal, obscene and defamatory or that is intended to annoy, or intimidate another person.
- Students will not reveal their own or other people's personal details such as addresses or telephone numbers or pictures
- Students will never arrange a face-to-face meeting with someone they know only through emails or the Internet.
- Students will note that send and receiving email attachments is subject to permission of their teacher.

Internet Chat
- Students will only have access to chat rooms, discussion forums or other electronic communication forums that have been approved by the school and then only under the supervision of a teacher.
- Chat rooms, discussion forums or other electronic communication forums will be for educational purposes only
- Face-to-face meetings with someone organised via Internet chat will be forbidden.

School Website
- Pupils will be given the opportunity to publish projects, art-work or school work on the World Wide Web.
- The publication of such work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without express written permission
- Digital photographs, audio or video clips of individual students will not be published on the school website. Instead photographs, audio and video clips will focus on group activities
- Personal pupil information including home addresses and contact details will be omitted from school web pages.
- Pupils will continue to own the copyright on any work published.

Legislation
The school will provide information on the following legislation relating to the use of the Internet which teachers, students and parents should familiarise themselves with:
- Data Protection (Amendment) Act 2003

- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

Support Structures

The school will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet. Misuse of the Internet may result in disciplinary actions such as:

- Written warning
- Withdrawal of access privileges
- Suspension in extreme cases.

The school also reserves the right to report any illegal activities to the appropriate authorities.

Evaluation

The success of this policy is measured from set criteria as follows:

- Maintaining a relatively safe ICT school environment
- Positive feedback from staff, parents, children
- Continual observation of behaviour by all staff
- Monitoring and evaluation at staff meetings

Ratification & Communication

This policy was communicated to the Parents' Assoc and their views sought. This policy is always available for viewing on our website.

This revised policy was ratified by the Board of Management on *9th Nov 2011*

Signed: *Fr PJ McEvoy*   *Seán MacGearailt*
        Chairman BOM   Principal

Letter to Parents/Guardians

Dear Parent/Guardian,

Re. Internet Permission Form

As part of the school's education programme we offer pupils supervised access to the Internet. This allows students access to a large array of online educational resources that we believe can greatly enhance student's learning experience.

However, access to and use of the Internet requires responsibility on the part of the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (AUP) which is enclosed. It is important that this AUP is read carefully, signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote the safe use of the Internet, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material.

The school respects each family's right to decide whether or not to allow their children access to the Internet as defined by the school's Acceptable Use Policy.

Having read the terms of our school's AUP, you may like to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family.

Yours sincerely

Seán Mac Gearailt
Principal

<u>Form Template</u>

Please read the attached school Internet Acceptable Use Policy. Sign and return this permission form to the Principal.

Scoil Muire Banríon
Éadan Doire

Name of Pupil: _____

Class: _____

Pupil
I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all rules explained to me by the school.

Pupil's Signature: _____ **Date: _____**

Parent/Guardian
As the parent/legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son/child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

I accept the above paragraph ☐   I do not accept the above paragraph ☐
 (*Please tick as appropriate)*

In relation to the school website, I accept that, if the school considers it appropriate, my child's work may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website

I accept the above paragraph ☐   I do not accept the above paragraph ☐
(Please tick as appropriate)

Signature: _____ **Date: _____**

Address; _____   **Telephone; _____**
            _____